

**DEPARTMENT OF DEVELOPMENTAL SERVICES OPERATIONS  
OFFICE OF QUALITY ASSURANCE AND RISK MANAGEMENT STATE OPERATED  
QUALITY ASSURANCE AND RISK MANAGEMENT**

**DUTY STATEMENT**

**EMPLOYEE:** Vacant

**JOB TITLE:** Research Data Analyst II

**POSITION #:** 472-540-5731-004

**POSITION DESCRIPTION:** Under general supervision, the Research Data Analyst II (RDA II) functions as a research analyst, performing analytical and administrative assignments related to the Department's quality assurance and risk management serving individuals with developmental disabilities. The position requires analytical, critical thinking, and communication skills, as well as experience with data applications and management. Independently use data analysis, data management and statistical methods to identify trends and track performance in a variety of areas in state operated facilities.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** Reports to the Section Chief in the State Operated Quality Assurance and Risk Management Section.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 40% Uses analytical software to conduct varied and complex technical research and statistical work related to quality management data and conducts presentations to a variety of audiences. Perform complex technical research and statistical work utilizing various data sources. Research, compile, analyze, and interpret complex technical program data from a variety of sources.
- 35% Performs analytical and administrative assignments related to statewide Quality Assurance and data driven Risk Management projects for individuals residing in state operated facilities. Maintains data, produces briefs, charts, tables and other statistical analyses. Prepares documents on research subjects and process and uses infographics as a tool to support and explain data based recommendations on current and potential quality improvement initiatives. Responds to technical inquiries regarding the work produced.
- 15% Independently develops and maintains data-based systems to monitor and track project outcomes, deliverables, and timelines.
- 10% Responds to requests for information or assistance concerning quality management projects. Manage tight timelines and multiple priorities.

**WORKING CONDITIONS:** Work is performed in an open-partitioned office area. Sitting for extended periods of time while using a personal computer or reviewing documents and working papers.

**DESIRABLE QUALIFICATIONS:**

- Demonstrated ability to apply a scientific approach to create knowledge and understanding.
- Advanced Microsoft Office Excel knowledge and skills, including VBA, familiarity with Microsoft Access, SAS, and other statistical software programs.
- Advanced critical thinking skills, including the ability to reason logically and creatively and interrogate data to identify weaknesses.
- Communicate clearly and effectively on technical matters.
- Maintain cooperative working relationships with Department staff, stakeholders, and control agencies'
- Take effective action to achieve work goals; establish and maintain project priorities, while exhibiting flexibility in a fast-paced environment with assignments that change frequently.

**CERTIFICATION OR LICENSE:** None.